**stScouts Victoria COVIDSafe Plan**

**Location / Activity:** Christmas Tree Sales

**Prepared by:** Simon Casey,State Commissioner – Risk & Safety

**Date prepared:** November 23, 2020

**Organisation**

Organisation: Scouts Victoria

Address: 152 Forster Road Mount Waverley VIC 3149

ABN: 39 662 387 026

Contact: Scouts Victoria Emergency Line Operator 03 8543 9877

**Ensure physical distancing and limit attendance**

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| Ensure that all members that can and/or must attend from home, do attend from home. | *Only members who are required to operate Christmas tree sales should attend**If groups are providing a delivery service, the delivery crew must be a team that is minimum necessary for the work undertaken.* |
| Provide guidance on physical distancing such as signage and floor markings | *Signage at the entrance to premises reminding of physical distancing. Floor markings in areas where members and visitors may accumulate, such as entrances and exits, payment points, toilets, etc* |
| Manage areas and activities to comply with gathering, capacity and density limits  | *Visitor limits of 1 person per 4 sqm**Limit of 1 person per 4 sqm for members in worker areas**Signage to be provided at the entrance of the premises to show maximum capacity**Consider pedestrian management techniques such as clearly marked separate entry and exit points for outdoor stalls.* |
| Provide communication and guidance to members on physical separation requirements | *Members attending should be aware of the requirements of the COVIDSafe Plan, processes for managing numbers onsite and physical separation.*  |

**Wear a face mask**

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| Face masks are worn unless an exemption applies.  | *Face m*asks *must be worn indoors by those aged 12yo and older. Face masks do not need to be worn outdoors if physical distancing can be maintained. Visitors can be asked to leave the premises if they are not wearing face masks and do not have a valid exemption. Wearing a face m*ask *is the responsibility of the individual, it is not Scouts Victoria’s responsibility to enforce face m*ask *requirements with visitors**Ensure members have sufficient face m*asks *for the day, considering that they may need to change them during the day if they get wet, dirty or damaged**If groups provide a delivery service for trees, the driver and passengers must wear face masks at all times if travelling with people not from their own household.*  |
| Provide communication and/or guidance on the correct use and disposal of face masks | *Guidance provided to all members via direct email, Be Informed and webpage* [*https://scoutsvictoria.com.au/about-us/news/covid-19-update/*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*Members should review COVIDSafe Plan**Members can access government COVID-19 Training:** [*How to safely wear a face mask*](https://www.dhhs.vic.gov.au/face-masks-vic-covid-19)
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**Practice good hygiene**

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| Provide hand cleaning facilities and ensure adequate supplies are available | *Hand cleaning and/or hand sanitiser for members to use regularly and for members and visitors to use at the entrance to premises**Ensure sufficient soap and hand sanitiser is available for members and visitors* |
| Manage use of high-touch communal items. | *Any equipment used should be allocated to an individual or cleaned between uses if shared by multiple workers**Encourage contactless payment or online pre-payment as an alternative to cash.* |
| Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly | *Cleaning of equipment and frequently touched surfaces regularly throughout the day and more thoroughly at the end of the day**Refer to* [*Safe Work Australia guide to cleaning*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27August2020.pdf) *and* [*Supplementary information*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf)*Keep a log of cleaning undertake at high risk locations, such as toilets and kitchens**If operating a delivery service, the driver and crew should sanitise their hands after delivery before proceeding to the next address.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *Cleaning products such as detergent and disinfectant to be available to members selling Xmas trees for cleaning of frequently touched surfaces, equipment and other items* |
| Provide communication and/or guidance on good hygiene practices and slowing the spread of coronavirus (COVID-19). | *Guidance provided to all members via direct email, Be Informed and webpage* [*https://scoutsvictoria.com.au/about-us/news/covid-19-update/*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*Members should review COVIDSafe Plan**Members can access government COVID-19 Training:** [*Infection control training*](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
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**Keep records and act quickly if workers become ill**

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| You must support workers to get tested and stay home even if they only have mild symptoms. | *As per Scouts Victoria directions, members should stay at home and get tested if they have any symptoms* |
| Record the attendance of leaders, youth members, parents, visitors, etc. This information will assist organisations to identify close contacts. | *A record must be kept of all members (including those selling trees) and visitors who are in attendance for more than 15 minutes. This includes visitors and delivery drivers, etc.**The information required is first name, phone number, date and time of arrival and duration. This information should be kept by the Group Leader or Group Support Committee for 28 days.**Recording can be by pen and paper and/or QR code methods for recording contact details of adult visitors is acceptable.*[*Scouts Victoria Attendance Register*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*If conducting a delivery service, an accurate record of attendance to visitors’ homes should be maintained including delivery time, location and address attended.* |
| How you will manage a suspected or confirmed case. | *If somebody becomes unwell at a Scouting activity, they will need to return home.**If they show signs of COVID-19 symptoms, especially fever:** *Isolate them from others until they are able to return home*
* *Advise the participant to self-isolate and be tested for COVID-19*
* *Call 000 if the condition becomes serious, such as difficulty in breathing*

*Explain to them that they should call the COVID-19 hotline 1800 675 398 or contact their GP. If their symptoms include fever, the Leader in Charge should contact the Scouts Victoria Emergency Line on 03 8543 9877.* |
| Prepare to notify members and visitors (including close contacts) | *The detection of a positive COVID-19 case at a Scouting activity will result in a standard public health response, which could include quarantine of an individual or group, and close contacts, for the required period.* *It is likely that the Group will be made aware of a potential close contact through being informed directly by the affected person (or their parent) or as part of a follow up of confirmed cases by public health officials or from Scouts Victoria.** *Call the COVID-19 hotline 1800 675 398*
* *Provide attendance records of meetings that the affected person has attended to public health officials*
* *Notify the property owner (e.g. local council, Parks Victoria, etc)*
* *Notify the Scouts Victoria Emergency Line on 03 8543 9877*
* *Notify WorkSafe Victoria on 13 23 60 if the confirmed case occurs at a workplace*
* *In conjunction with public health officials and Scouts Victoria, notify other attendees that they may have been exposed and follow DHHS advice on quarantine requirements.*
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| Assess whether the premises or parts of the premises must be closed. Prepare to undertake cleaning and disinfection at the premises. Prepare to re-open the premises. | *Depending on the location of the contact, the venue may need to be closed to enable clean and disinfect of the spaces where the people in attendance may have been.* *Permission should be obtained from Scouts Victoria before restarting Christmas tree sales or any other activities.* |
| Establish a system to screen members and visitors before attending.  | *As required under Scouts Victoria directions, no member is to participate if they are unwell, especially if they have cold or flu-like symptoms**Signage to remind members and visitors that they should not enter the premises if they are unwell https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Door-sign-Please-do-not-enter-this-venue-if-you-are-experiencing-symptoms.pdf* |

**Avoid interactions in enclosed spaces**

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| Avoid interactions in enclosed spaces by moving as much outside as possible | *Christmas tree sales to be undertaken outdoors where possible.* *If conducting a delivery service, trees should be delivered to a location outside the customer’s premises.* |
| Enhance airflow | *If indoors, windows and doors to be left open or air conditioning to be optimised to provide enhanced airflow* |

**Create workforce bubbles**

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| Establish a system that reduces the need for members to attend multiple settings | *Christmas tree sales are undertaken by members of a single Group*  |
| You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts. | *Records must be kept of attendance by all workers, including actual start and finish times (see Keep Records section)* |

**Food and Drink**

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| Provision of Food and Drink should be within Hospitality service COVID Guidelines | *Where possible, members should bring their own food for their own consumption and not share food.**If food is to be provided to visitors, it needs to comply with Industry Restart Guidelines for Hospitality**Where food is provided:** *General hygiene, cleaning and physical distancing rules apply*
* *Hand washing before and after*
* *Food is only provided in outdoor settings*
* *Food should be taken away or consumed while remaining seated*
* *No self-serve buffet-style service - diners should be provided with an individual serving*
* *Consider pedestrian management to maintain one way flow and reduce potential for gatherings*
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